



## Column B: Choose product category from the dropdown list

Sr. No.	Product Category	Product Name	Product Brand	Product Pack Size	Variant	IsBulk	Kit	Kit Name	Actual Manufacturing Address1	Manufacturing Country1	Actual Manufacturing Address2	Manufacturing Country2
1	Antidandruff products	My product name 1	My brand name	My product pack size 1	Product variant	NO	NO		First manufacturing site	Afghanistan	Second manufacturing site	Albania
2	Antihairloss products	My product name 2	My brand name	My product pack size 2	Product variant	NO	NO		First manufacturing site	Afghanistan	Second manufacturing site	Albania

Column C: Write Product name here (Max-1000 characters). Do not write Brand Name in the column of Product name.

CORRECT WAY:

Sr. No.	Product Category	Product Name	Product Brand	Product Pack Size	Variant	IsBulk	Kit	Kit Name	Actual Manufacturing Address1	Manufacturing Country1	Actual Manufacturing Address2	Manufacturing Country2
1	Antidandruff products	ABC	BEAUTY	My product pack size 1	Product variant	NO	NO		First manufacturing site	Afghanistan	Second manufacturing site	Albania

INCORRECT WAY:

Sr. No.	Product Category	Product Name	Product Brand	Product Pack Size	Variant	IsBulk	Kit	Kit Name	Actual Manufacturing Address1	Manufacturing Country1	Actual Manufacturing Address2	Manufacturing Country2
1	Antidandruff products	BEAUTY ABC	BEAUTY	My product pack size 1	Product variant	NO	NO		First manufacturing site	Afghanistan	Second manufacturing site	Albania

Column D: Write Brand name here (Max: 1000 characters). In case, there is no brand name write NIL.

Sr. No.	Product Category	Product Name	Product Brand	Product Pack Size	Variant	IsBulk	Kit	Kit Name	Actual Manufacturing Address1	Manufacturing Country1	Actual Manufacturing Address2	Manufacturing Country2
2	Antidandruff products	ABC	BEAUTY	My product pack size 1	Product variant	NO	NO		First manufacturing site	Afghanistan	Second manufacturing site	Albania
3	Bath / shower products	XYZ	NIL	My product pack size 2	Product variant	NO	NO		First manufacturing site	Afghanistan	Second manufacturing site	Albania

Column E: Write your Product Pack Size (Max: 1000 characters). In case of multiple pack sizes of the same product or variants of the same product write all the pack size(s) in the column separated by a comma. (eg. 2ml, 10ml, 50g). You can upload product labels of different pack sizes as a single upload in a combined scanned pdf in Schedule D(III).

### CORRECT WAY

Sr. No.	Product Category	Product Name	Product Brand	Product Pack Size	Variant	IsBulk	Kit	Kit Name	Actual Manufacturing Address1	Manufacturing Country1	Actual Manufacturing Address2	Manufacturing Country2
2	Antidandruff products	Product 1	BEAUTY	10ml	NIL	NO	NO		First manufacturing site	Afghanistan	Second manufacturing site	Albania
3	Bath / shower products	Product 2	NIL	10ml, 50ml	NIL	NO	NO		First manufacturing site	Afghanistan	Second manufacturing site	Albania
4	Before and after sun protection products	Product 3	BEAUTY	10g, 20g, 15g	Orange, Red, Blue	NO	NO		First manufacturing site	Afghanistan	Second manufacturing site	Albania

## INCORRECT WAY

Sr. No.	Product Category	Product Name	Product Brand	Product Pack Size	Variant	IsBulk	Kit	Kit Name	Actual Manufacturing Address1	Manufacturing Country1	Actual Manufacturing Address2	Manufacturing Country2
2	1 products	Product 1	BEAUTY	10g	Nil	NO	NO		First manufacturing site	Afghanistan	Second manufacturing site	Albania
3	2 products	Product 1	BEAUTY	20g	Nil	NO	NO		First manufacturing site	Afghanistan	Second manufacturing site	Albania
4	3 products	Product 1	BEAUTY	15g	Nil	NO	NO		First manufacturing site	Afghanistan	Second manufacturing site	Albania

Column F: Write your variants of the applied product here (Max: 1000 characters). Variants of the same product should be applied as a single product and not separately as different products. Write NIL, in case you don't have any variants of the product.

In case, single product is having multiple variants, documents like Product Composition Data, Product Labels and Specifications/COA for the variants have to be uploaded as a single upload in a combined scanned pdf against the upload of Product label, Composition and Specification of the applied product in Schedule D (III).

## CORRECT WAY:

Sr. No.	Product Category	Product Name	Product Brand	Product Pack Size	Variant	IsBulk	Kit	Kit Name	Actual Manufacturing Address1	Manufacturing Country1	Actual Manufacturing Address2	Manufacturing Country2
2	1 products	Product 1	BEAUTY	10ml	NIL	NO	NO		First manufacturing site	Afghanistan	Second manufacturing site	Albania
3	2 products	Product 2	NIL	10ml, 50ml	NIL	NO	NO		First manufacturing site	Afghanistan	Second manufacturing site	Albania
4	3 products	Product 3	BEAUTY	10g, 20g, 15g	Orange, Red, Blue	NO	NO		First manufacturing site	Afghanistan	Second manufacturing site	Albania

**INCORRECT WAY:**

Sr. No.	Product Category	Product Name	Product Brand	Product Pack Size	Variant	IsBulk	Kit	Kit Name	Actual Manufacturing Address1	Manufacturing Country1	Actual Manufacturing Address2	Manufacturing Country2	Actual Manufacturing Address3
2	1 products	Product 1	BEAUTY	10g	Orange	NO	NO		First manufacturing site	Afghanistan	Second manufacturing site	Albania	
3	2 products	Product 1	BEAUTY	20g	Red	NO	NO		First manufacturing site	Afghanistan	Second manufacturing site	Albania	
4	3 products	Product 1	BEAUTY	15g	Blue	NO	NO		First manufacturing site	Afghanistan	Second manufacturing site	Albania	

Column G: Select if your product is a Bulk product or not. Select YES or NO from the given dropdown list only. In case, applied product is a bulk, submit repackaging/reprocessing license issued by the State Licensing Authority in the upload of Other documents (if any).

Sr. No.	Product Category	Product Name	Product Brand	Product Pack Size	Variant	IsBulk	Kit	Kit Name	Actual Manufacturing Address1	Manufacturing Country1	Actual Manufacturing Address2	Manufacturing Country2
2	1 products	Product 1	BEAUTY	10g	Orange	NO			First manufacturing site	Afghanistan	Second manufacturing site	Albania

Column H: Select YES if this product is in a KIT otherwise select NO.



# INCORRECT WAY:

Excel interface showing a table with columns: Sr. No., Product Category, Product Name, Product Brand, Product Pack Size, Variant, IsBulk, Kit, Kit Name, Actual Manufacturing Address1, Manufacturing Country1, Actual Manufacturing Address2, Manufacturing Country2, Actual Manufacturing Address3, Manufacturing Country3. Row 2 contains: 1, Before and ater sun products Sun protection products, Product 1, BEAUTY, 10g, Orange, NO, NO, First manufacturing site, Australia, Second manufacturing site. A red box highlights the 'Actual Manufacturing Address2' and 'Manufacturing Country2' columns. A yellow circle highlights the cell containing 'Second manufacturing site'. A tooltip for 'Manufacturing Site Address' is visible, stating: 'Please enter your complete details here. Address should include your str address, city, state, country,pin phone,fax,email stc.'

Excel interface showing a table with columns: Sr. No., Product Category, Product Name, Product Brand, Product Pack Size, Variant, IsBulk, Kit, Kit Name, Actual Manufacturing Address1, Manufacturing Country1, Actual Manufacturing Address2, Manufacturing Country2, Actual Manufacturing Address3, Manufacturing Country3. Row 2 contains: 1, Before and ater sun products Sun protection products, Product 1, BEAUTY, 10g, Orange, NO, NO, First manufacturing site, Australia, Canada. A red box highlights the 'Actual Manufacturing Address2' and 'Manufacturing Country2' columns. A yellow circle highlights the cell containing 'Canada'.

Excel interface showing a table with columns: Product Pack Size, Variant, IsBulk, Kit, Kit Name, Actual Manufacturing Address1, Manufacturing Country1, Actual Manufacturing Address2, Manufacturing Country2, Actual Manufacturing Address3, Manufacturing Country3. Row 2 contains: 10g, Orange, NO, NO, First manufacturing site, Australia, First manufacturing site, Australia, First manufacturing site, Australia. Red boxes highlight the 'Actual Manufacturing Address1' and 'Manufacturing Country1' columns, and the 'Actual Manufacturing Address2' and 'Manufacturing Country2' columns.

## **GUIDELINE TO UPLOAD DOCUMENTS IN SCHEDULE D(III)**

### **I- Name of Ingredients in the Nomenclature of standard reference, along with percentage content in the cosmetics**

- a. For single product with one variant: Only one ingredient list has to be uploaded
- b. For single product with multiple variants: Ingredient List of all the applied variants needs to be scanned together and uploaded as a combined pdf.

### **II- Manner of labelling as per Drugs and Cosmetics Rules, 1945 (Proposed Label)**

- a. For single product with one variant: Only one label has to be uploaded
- b. For single product with multiple variants: Labels of all the applied variants needs to be scanned together and uploaded as a combined pdf
- c. For single product having multiple pack size: Labels of all the applied pack size (s) needs to be scanned together and uploaded as a combined pdf

### **III-Specification and testing method for testing of cosmetics**

Certificate of Analysis (COA)

If you are uploading specification as a part of COA, then you are required to upload COA for all applied products individually. In case of products having multiple variants, COA of variants needs to be scanned and uploaded together in a single pdf.

If you are uploading only specifications:

- a. If specifications for all the applied products are different then you are required to upload each product specifications individually.
- b. If specifications for all the products are same then you are required to upload specification only against one product. For rest of the product's specifications you can refer to the uploaded specification by mentioning in remark in their specification field.

### **IV- Package Insert**

This field is not mandatory. In case, product is not having any package insert then no upload or remark is required.



**Particulars of the Manufacturing licences/registration/marketing authorizations(if any) under which the cosmetics are being manufactured in the country of origin along with the copy of the Licences/marketing authorization/registration issued by the Regulatory Authority of that country**

If Legal manufacturer is having Manufacturing licences/registration/marketing authorizations issued from country of origin, upload here

If not, then an undertaking from Legal manufacturer stating that there is no provision of Manufacturing licences/registration/marketing authorizations in the country of origin is required to be uploaded.

**Any other documents (if any):** This is not a mandatory upload. You can upload documents like clarification letter, petrolatum history, repackaging license.